

On-the-job Training Documentation for Ad Hoc Training

Training Title: _____ **EDS #:** _____

**Training
Method:**

Group: _____

- ☐ Read/Sign (Attach procedure)
- ☐ Lecture/Meeting (Attach notes/agenda)
- ☐ Other: _____

**Document
Title:** _____

Document #: _____

Required by:

- ☐ New equipment/technology
- ☐ New operating procedure
- ☐ Updated/Revised procedure
- ☐ Personnel Change
- ☐ Initial Qualification

Date	Printed Name	Signature

OJT Ad Hoc Roster

Date	Printed Name	Signature